



Headquarters Policy Flash

FLASH 2000-23

DATE: August 29, 2000
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, MA-51
Office of Procurement and Assistance Management

SUBJECT: TERMINATION OF DOE'S INFORMATION MONITORING SYSTEM (TIMS)

This Flash Notice provides a memorandum from the Office of Scientific and Technical Information (OSTI) announcing that they will cease the operation of TIMS on October 1, 2000. OSTI has developed a more efficient, Internet-accessible system to replace TIMS, called DOE Energy Link (E-LINK). The conversion to E-LINK will eliminate the need for OSTI to clear scientific and technical information (STI) deliverables in the Procurement and Assistance Data System (PADS).

FLASH 2000-23
(AUGUST 29, 2000)

Please note that OSTI will cease processing TIMS clearances on August 31, 2000. After that date, PADS will not require an OSTI clearance to close out an award. While this will eliminate the TIMS closeout step, Contracting Officers are still responsible for ensuring that all STI deliverables are received and transmitted to OSTI prior to closeout. Therefore, Contracting Officers should:


1. Check E-LINK at www.osti.gov/mlink to ensure that STI deliverables received by August 31, 2000 have been sent to OSTI. Reports submitted in paper require time to process, so OSTI will work with DOE staff to resolve any open issues concerning a DOE form 241 or report received by the August 31 cut-off date.
2. Ensure that STI deliverables received after August 31, are reviewed and release to OSTI with the accompanying DOE 241 form. Once the final STI deliverable is transmitted to OSTI, the Contracting Officer can consider that closeout step complete. Releasing officials are encouraged to use E-LINK to submit the DOE 241 form/report electronically. DOE staff may use E-LINK to check to see what reports have been submitted to OSTI. Electronic reports are processed immediately; reports submitted in paper require additional time for processing.

In March, the Office of Procurement and Assistance Policy conducted an inventory of reports received under DOE financial assistance awards. We found that some program offices routinely requested every report listed on the Financial Assistance Reporting Checklist. Reports should fill a useful and functional purpose. Contracting Officers must ensure that an award contains the minimum requirements necessary to monitor and report technical and financial performance. Contracting Officers should request that the DOE project officer justify all apparently burdensome reporting requirements .

Generally, R&D projects require only periodic project status/progress reports and a final scientific/technical report. Project status/progress reports are used to monitor performance, not to report final results. Therefore, these reports should not be sent to OSTI for distribution. While a DOE project director may request a scientific/technical report at the end of a phase or a task, they should not require an annual scientific/technical report if an annual project status/progress report is received. Non-R&D projects rarely require scientific/technical reports. A final status report is generally sufficient to determine whether the objectives of a non-R&D project have been accomplished.

FLASH 2000-23
(AUGUST 29, 2000)

Financial Assistance Letter 98-02 provides additional guidance on managing financial assistance report deliverables. If you have questions concerning reporting or closeout requirements, contact Trudy Wood, MA-51, at (202) 586-5625. If you have questions about TIMS clearances or the new E-LINK process, call Susan Tacket, OSTI, at (865) 576-0344.



Gwendolyn S. Cowan
Director

Attachment

cc:
PPAG Members
Financial Assistance Advisory Council




Department of Energy

Office of Scientific and Technical Information
Post Office Box 62
Oak Ridge, Tennessee 37831

<http://www.osti.gov>

August 25, 2000

MEMORANDUM FOR: Technical Information Officers
Gwendolyn Cowan, Director, Office of Procurement and Assistance
Policy

FROM: 
Sharon Jordan
Office of Program Integration

SUBJECT: Termination of the Departmental Technical Information Monitoring
System (TIMS)

Effective October 1, 2000, the Department's Office of Scientific and Technical Information (OSTI) will cease operation of the Technical Information Monitoring System (TIMS). Although TIMS served a useful purpose for over 20 years by helping the Department track and manage scientific and technical information (STI) deliverables resulting from contracts and financial assistance awards, today's information technology offers new opportunities for a more efficient, timely, and less resource-intensive approach.

I am pleased to announce that OSTI, the Offices of Procurement and Assistance Policy and Management Systems, and a Departmental working group have worked cooperatively to devise a streamlined process to track STI deliverables. The new process will use an Internet-accessible system called DOE Energy Link (E-Link) and eliminate the need for OSTI to clear STI deliverables in the Procurement and Assistance Data System (PADS).

To prepare for the transition to the new process, OSTI will cease processing TIMS clearances on August 31, 2000. After that date, PADS will not require an OSTI clearance to close out an award. Although the OSTI clearance requirement is terminated, Contracting Officers must continue to ensure that STI deliverables are sent to OSTI in order to make the results of taxpayer investments in research and development available to DOE, the scientific community, and the public.

To enable DOE staff to verify receipt of deliverables at OSTI, we will continue to obtain certain data on new awards from PADS, including the awardee name and award number, date, and the required STI deliverables code [Individual Procurement Action Request (IPAR) Item 51]. Subsequently, when STI deliverables are received by OSTI, the PADS data and data for the STI deliverable on the DOE 241 form will be recorded in E-Link. The Contracting Officer or other DOE staff may then access the system at www.osti.gov/mlink, obtain a password, and query the

data. The data may be searched by contract/grant number, title, author, or report number. A search by award number would result in the following:

- A listing of reports submitted under that award number
- Title of the STI deliverable(s)
- Author of the STI deliverable(s)
- Capability to display and print the entire record of data, including the corresponding reporting requirements code from PADS
- Capability to view or print the full text of the STI deliverable (e.g., during review/release)

To ensure a smooth transition, OSTI staff will provide each awarding office a list of STI deliverables received at OSTI prior to the cut-off date but still pending clearance due to data or processing issues. OSTI will work with DOE staff to resolve these issues.

After August 31st, Contracting Officers must ensure that STI deliverables are processed correctly and received by OSTI with the accompanying DOE 241 form. Releasing officials are encouraged to use E-Link to submit the form and reports electronically.

The working group also reviewed the listing of OSTI deliverables in the IPAR Handbook, Item 51, and are significantly reducing the types of deliverables listed. A new listing will be included in the October 1, 2000, edition of the IPAR Handbook. Generally, research and development awards would require only a final scientific/technical report. Project status reports or other status reports are management reports and, therefore, should not be sent to OSTI.

Please forward this information to those who deal with STI submissions and clearances. We appreciate your assistance with these changes and look forward to continued collaboration as we move into the electronic reporting environment. You may contact Susan Tackett at (865) 576-0344 with questions about TIMS closeouts or the new procedures.

cc: Trudy Wood, MA-51
Steve Mournighan, MA-52
Nancy Canody, MA-52